

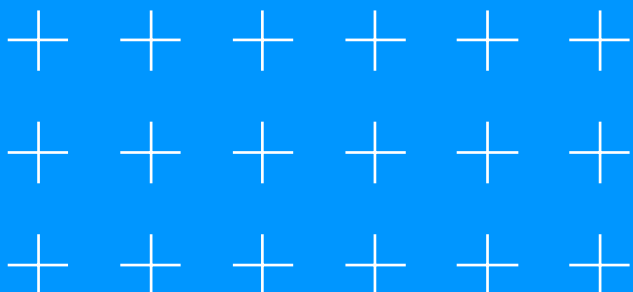


**The Royal
Melbourne
Hospital**

Advancing health for everyone, every day.

Could this be you?

**Join the Royal
Melbourne
Hospital Team**



Position Description

**Research Project Manager - Tissue
and Data Coordinator**



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At the RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**



Project administration

- Providing a point of contact for relevant stakeholders and internal study teams
- Assist clinicians and researchers in the preparation and development of presentations, abstracts, papers, grant and research funding applications as required
- Monitoring and reporting on progress of trials to relevant stakeholders
- Host quarterly roundtable meetings with stakeholders

Data management

- Review of the data systems in collaboration with clinical data managers
- Review of planned data collection, cleaning and reporting on a regular basis to ensure reporting timelines are met
- Ensuring the confidentiality of patient databases and related clinical trial information
- Precise and consistent recording of the collection and transfer of patient samples from hospital to laboratory
- Liaise with trials staff, clinicians, researchers and statisticians to review requirements for central outcome review
- Development and maintenance of study data base build and design

KEY RELATIONSHIPS

Internal

- Director, Department of Neurosurgery
- Neurosurgeons, Neurologists, Oncologists
- Neuroscience Nurses

External

- Medical staff at referring hospitals
- Precinct education and research associates
- Neurosurgery and Neuro-Oncology Service
- Peter MacCallum Cancer Centre

KEY SELECTION CRITERIA

Formal Qualifications

- Qualifications in a clinically related (health or science) field with a strong background in clinical research in a hospital or academic setting, pharma / biotech industry, or a Contract Research Organisation

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Minimum of 2 years' experience in project management with a background in clinical and translational research
- Demonstrated understanding of ICH-GCP, the Victorian healthcare system, and regulatory, ethical, privacy and other relevant guidelines and legislation relating to clinical trial conduct
- Experience with video-conferencing platforms, Teams, MS Word, Outlook, Excel, PowerPoint and data capture platforms such as REDCap
- Experience operating and maintaining/managing large databases with confidential patient information
- Knowledge in Good Clinical Practice, including informed consent and privacy



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- Proven ability to proactively manage workloads, troubleshoot, prioritise tasks and meet study deadlines
 - Ability to work independently and as a team player in collaborative, efficient and effective teams
 - High attention to detail with a proactive, innovative, resourceful nature and adaptable to change
 - Strong communication and negotiation skills (both oral and written), with the ability to develop and maintain strong internal and external relationships with various stakeholders
 - Flexibility, patience and tolerance

Desirable:

- Experience in coordination of human-related research, including experience in the set-up and conduct of investigator led and industry sponsored clinical trials
- Working knowledge of the legislation, codes and guidelines relevant to clinical research ethics and governance for undertaking human-based research
- Experience in clinical research, preferably with a background in oncology
- Prior experience working in a hospital setting using health-related software (ie. EPIC, Cerner etc)
- Ensure the vision, purpose and values of the organisation are understood and integrated into daily practice
- Aware of the financial requirements of the unit and demonstrates an awareness of cost effective medical practice
- Actively participate in performance reviews either on an annual or rotation basis.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
 - Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
 - Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
 - Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
 - Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.
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ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

/ /

Date
